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# BYLAWS FOR GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

## Article I- Name

The name of the organization shall be the GFWC of South Brunswick Islands, Inc., hereinafter referred to in these Bylaws as GFWC-SBI or the Club.

## Article II- IRS Classification

### Section 1- Purpose Clause

The Club is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of US Internal Revenue Code, or corresponding section of any future federal tax code.

### Section 2- Dissolution Clause

Upon the dissolution of Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of US Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to federal government, or to a state or local government, for a public purpose.

## Article III- Objective

The objective of the Club is to unite members into a charitable organization of volunteers for the promotion of education, community service, fellowship, and leadership development.

## Article IV- Membership

### Section 1- Requirements

- A. Membership shall consist of women, 36 years of age or older, who are interested in objective of the Club.
- B. Members are required to participate in a minimum of two (2) MAJOR fundraisers, as defined in Article VIII Section 7. If member is not able to participate in designated fundraisers, a monetary donation will be assessed. The specific amount of will be determined by vote of GFWC-SBI prior to the event
- C. Members who have extenuating circumstances may request, in writing to Executive Board, to be placed on inactive status. Such status, if approved by Executive Board, will be granted for a period of 12 months, provided such member is considered active member. Such member will continue to pay annual dues to the Club; however, fundraising participation will be excused. Inactive status requests must be renewed at the beginning of each club year.

### Section 2- Application for membership

- A. Shall be by invitation active member acting as Sponsor with application signed by second active member.
- B. Must be received prior to any regularly scheduled Executive Board meeting to allow time for review for completion by Executive Board.

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- C. New members will be presented to membership at the next regularly scheduled General Membership Meeting.

### Section 3- Acceptance of Membership

Approved candidate will not be added to the membership roster or considered an active member until all dues are received.

### Section 4- Induction Ceremony

There will be a formal induction held annually at a scheduled meeting. New members are requested to attend.

Section 5- Dual Membership is for Clubwomen interested in maintaining membership in GFWC of South Brunswick Islands, Inc. and other federated (GFWC) clubs.

- A. Member must declare Club of Record and her Secondary Club.
- B. Club of Record will pay dues for the clubwoman to GFWC, GFWC-NC, and GFWC-NC District 7 as required.
- C. Dues of Secondary Club are responsibility of member.
- D. Entails fulfillment of all membership requirements as outlined in Article IV, Sections A-C.
- E. Members who declare GFWC of SBI as the Secondary Club may not hold office elected office in GFWC-SBI.

### Section 6- Transfer Members

- A. A letter of transfer to any federated club shall be granted by GFWC of South Brunswick Islands, Inc. providing member requesting transfer has been an active member within past year.
- B. GFWC of South Brunswick Islands, Inc. shall accept transfer members from other federated clubs at any time upon receipt of transfer from federated club.

### Section 7- Resignation and Termination

- A. Resignation shall be in writing to membership chairman.
- B. Termination may occur if:
  - 1. Dues are not paid by December 15<sup>th</sup>
  - 2. Member does not participate in MAJOR fundraisers.

## Article V- Dues

### Section 1- Dues Amounts

Dues shall be voted on annually at September meeting and shall include GFWC, GFWC-NC, GFWC-NC District 7, and Club dues.

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# BYLAWS FOR GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

## Section 2- Dual Membership Dues

- A. Dual membership Clubwomen shall be required to pay local club annual dues if GFWC of South Brunswick Islands, Inc. is not the club of record for such member.
- B. District dues must be paid by Dual Membership Clubwomen whose Club of Record is outside GFWC- District 7.

## Section 3- Honorary Life Members

GFWC-NC Honorary Life members shall not be required to pay GFWC and GFWC-NC annual dues.

## Section 4- Dues Deadline

All dues must be paid in full by December 15<sup>th</sup> of current club year.

## Article VI- Meetings

Section 1. Regular meetings shall be 4<sup>th</sup> Monday of every month, September to May. If 4<sup>th</sup> Monday of month is a holiday, meeting date will be changed, and membership will be advised of new date.

Section 2. Special meetings may be called by President or by written request of Executive Board or at least six (6) members. Request and purpose shall be sent to President via regular mail or email. Meeting shall be scheduled by President within 48 hours of receipt of request and a Call to meeting shall be issued via email. Purpose of meeting shall be stated in Call, which shall be sent to all members at least 7 days prior meeting.

## Section 3. Quorum

To conduct business of the Club at a regular meeting or special meeting, 40% of active members shall constitute a quorum. Each active member present is entitled to vote at any meeting and may cast one vote. Members at a meeting at which a quorum is present may continue to do business notwithstanding departure of enough members to leave less than a quorum

## Article VII- Officers

### Section 1- Officers

Elected officers shall be: President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Co-Treasurer.

### Section 2- Election and Term

All elected officers shall be elected annually at the April meeting and installed prior to assuming office July 1<sup>st</sup>.

### Section 3- Nominating Committee

A Nominating Committee of three shall be elected at January meeting. One member, who shall serve as chairman, shall be elected by Executive Board and two shall be elected by membership. No member shall serve for two consecutive terms.

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## BYLAWS FOR GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

### Section 4- Nominating and Voting

Nominating Committee shall present a slate of nominees at regular March meeting with the election by ballot held at the April meeting. Nominations may be made from floor at the April meeting, providing consent of nominee has been previously obtained. If there is only one nominee for an office, a voice vote may be taken.

### Section 5- Vacancy

- A. Office of President shall be filled by First Vice President.
- B. Office of Treasurer shall be filled by Co-Treasurer.
- C. Executive Board shall be appointed by remaining Executive Board members to serve until unexpired term.

### Section 6-Dismissal

- A. In the event that a member of GFWC-SBI serving in an elected position is unable to or does not perform the duties of the office or should abuse the office, whether by dereliction of duties, conflict of interest, fraud, or other inappropriate manner, the elected officers with the highest-ranking officer presiding, shall be empowered to convene a special meeting for resolution.
- B. The elected officers, based upon the situation and consensus, may:
  1. Issue a written warning to the member facing dismissal from their elected office; or
  2. Declare the office in question vacant by majority vote; or
  3. Choose a replacement as addressed in Article VII- Officers, Section 5- Vacancy.
- C. The member whose office has been vacated shall be notified in writing of such action and is advised to return all property to GFWC-SBI.

### Section 7- Qualifications

- A. To serve as an elected officer, the member must be an active member and have declared GFWC-SBI the Club of Record.
- B. To serve as President or First Vice-President, the member must have served at least on term on the Executive Board.

### Section 8- Duties

- A. President shall:
  - Preside over all regular, Executive Board and Special meetings
  - Appoint Parliamentary Advisor, Historian, Media Administrator, and all chairmen of committees
  - Approve all bills to be paid by the Treasurer
  - Be authorized to sign checks
  - Compose and submit scholarship recipient recommendation letters by deadline
  - Serve as ex-officio member of all committees except Nominating Committee
  - Represent the Club at local, District, State and National meetings, with reimbursement as stated in the Club's budget

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## BYLAWS FOR GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

- Perform all duties as directed by these bylaws and Executive Board
- B. First Vice President shall:
- Provide assistance to all committee chairmen directed by these bylaws and standing rules, except Community Service Program Chairmen
  - Be chairman of the Membership Committee
  - Perform duties of office in absence of President
  - Serve on Bylaws Committee
  - Perform all duties as directed by these bylaws and Executive Board.
- C. Second Vice President shall:
- Serve as program coordinator
  - Be responsible for editing yearbook
  - Provide assistance to Community Service Program Chairmen
  - Perform all duties as directed by these bylaws and Executive Board.
- D. Recording Secretary shall:
- Keep records of the Club and take minutes of regular, Special and Executive Board meetings
  - Perform all duties as directed by these bylaws and Executive Board.
- E. Corresponding Secretary shall:
- Conduct correspondence of the Club
  - Keep a record of attendance
  - Furnish GFWC-NC with names and addresses of officers and committee chairmen and inform members of changes in a timely manner
  - Serve as Chairman of Sunshine Committee
  - Perform all duties as directed by these bylaws and Executive Board.
- F. Treasurer shall:
- Have custody of all the funds
  - Receive and deposit funds in name of the Club immediately upon receipt in such banking institutions and disperse as directed by Executive Board
  - Any matters concerning distribution of funds not listed in the budget shall require approval of Executive Board
  - Serve notice to delinquent members and report same to Executive Board
  - Give an itemized monthly and annual statement of account to the Club
  - Send dues to GFWC-NC and GFWC-NC District 7 by required dates
  - Serve as Chairman of the Finance Committee and a member of Ways and Means Committee
  - Perform all duties as directed by these bylaws and Executive Board.
- G. Co-Treasurer shall:
- Assist Treasurer at all fundraising events
  - Responsible for ticket assignment and collection for all fundraisers
  - Succeed to office of Treasurer, if position becomes vacant

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- Serve as Chairman of Financial Review Committee and a member of Ways and Means Committee
- Perform all duties as directed by these bylaws and Executive Board.

### Section 9- Conflict of Interest

Any member of Executive Board who has a financial, personal, or official interest in, or conflict, or appearance of conflict of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to voluntarily excuse herself and will refrain from discussion and voting on said item.

## Article VIII- Executive Board

Section 1. Voting members shall be elected officers of the Club.

Section 2. A majority of voting members shall constitute a quorum.

Section 3. Non-voting members who serve in an advisory capacity: immediate Past President, GFWC-NC officer or GFWC-NC District 7 President (if active GFWC-SBI members) and Parliamentarian.

Section 4. Community Service Program and Committee Chairmen and others may be invited by President.

Section 5. Shall meet prior to regularly scheduled club meetings.

Section 6. Special Meetings may be called by President or at request of three (3) voting members. Purpose of meeting shall be stated in Call.

Section 7. Shall determine designated MAJOR fundraisers in which members will be required to participate.

### Section 8. Absences

Any officer having to be absent from a meeting shall send all necessary books to the President who shall appoint a substitute to act in her capacity.

## Article IX- Community Service Programs

Section 1. Conformity with GFWC-NC

Community Service Programs (CSP) and Committees shall conform as nearly as possible to GFWC-NC with special attention to the needs of local community. President, with approval of Executive Board, shall appoint CSP Chairmen and other committee chairmen as deemed necessary to perform work of the Club.

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# BYLAWS FOR GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

## Section 2. Plans

A Committee of member may not contractually obligate club without prior approval of Executive Board for approval. Any publicaction must be approved by general membership.

Section 3- Community Service Programs, Special Programs and Advancement Areas shall conform as closely as possible to GFWC and GFWC-NC.

## Article X- Committees

President and Executive Board may establish additional Standing or Special committees as deemed necessary to properly handle the Club's affairs and activities.

A. **Membership Committee** shall:

1. Work to retain current membership and recruit new members.
2. Maintain all membership related documents.
3. Contact members who are absent.
4. Host orientation meetings for new members.

B. **Scholarship Committee** shall:

1. Consist of three members with chairman appointed by President.
2. Work with Shallotte Junior Woman's Club to select one high school senior for each club as recipient of GFWC-NC Sallie Southall Cotten Scholarship (SSC), who will be awarded budgeted amount and participate in GFWC-NC District 7 SSC Scholarship Competition.
3. Be responsible for selecting recipient of GFWC-SBI Teaching Scholarship who will be awarded budgeted amount and participate in GFWC-NC District 7 competition for GFWC Johnson-Greenson Teaching Scholarship.

C. **Finance Committee (Budget)** shall:

1. Meet between May 1<sup>st</sup> and May 15<sup>th</sup> to create and present proposed budget to membership for approval at May meeting.
2. Consist of Treasurer as Chairman, Co-Treasurer and President-elect.
3. If one member is unable to serve, an alternate will be selected by President.

D. **Financial Review (Audit)** shall:

1. Complete a review of Treasurer's books by June 30<sup>th</sup>.
2. Be appointed by President in March.
3. Consist of three (3) members, with Co-Treasurer as Chairman.
4. A written report shall be presented to general membership for approval at September Meeting.

E. **Ways & Means Committee** shall be responsible for presenting fundraising ideas to the Club for approval and for overseeing fundraising efforts of GFWC-SBI. President will appoint Chairman. Committees and Committee Chairmen will be designated for each specific event.

F. **Bylaws Committee** shall:

1. Review and update bylaws annually.
2. Consist of a minimum of five members to include the First Vice President, with immediate Past President as Chairman.

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## BYLAWS FOR GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

3. In event of vacancy, President shall appoint Chairman.

### **Article XII- Donation Requests**

#### Section 1- General Donations:

- A. Must meet purposes under section 501(c)(3) of US Internal Revenue Code or corresponding section of any future federal tax code and objectives of GFWC-SBI.
- B. Shall be presented in writing to Executive Board for review of qualifications and to membership for action.

#### Section 2- Specialized donations

Requests for donations from GFWC, GFWC-NC or GFWC-NC District 7 shall be presented to membership without prior written request or Executive Board review.

### **Article XIII- Amendments**

Bylaws may be amended at any regular meeting by two-thirds vote of those present and voting, provided amendments were submitted in writing to each member (30) days prior to upcoming meeting. An active member, the Executive Board, or a Committee may submit proposed amendments in writing to Bylaws Chairman.

### **Article XIV- Parliamentary Authority**

Most current copy of Robert's Rules of Orders shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.